

<p style="text-align: center;">Community Supervision Standards</p> <p style="text-align: center;">Juvenile Justice Authority State of Kansas</p>	<p>CHAPTER:</p> <p>DOCUMENTATION, REPORTING AND RECORDS</p>	<p>STANDARD NO.</p> <p>CSS-03-106</p>
	<p>SUBJECT:</p> <p>COMMUNITY AGENCY SUPERVISION INFORMATION MANAGEMENT SYSTEM (CASIMS) DATA MANAGEMENT AND DOCUMENTATION</p>	<p>PAGE: 1 of 1</p>
<p>REFERENCES: 45 CFR 1355.57 Adoption and Foster Care Analysis and Reporting System (AFCARS)</p>		<p>DATE ADOPTED: 7/1/06</p> <p>DATE REVIEWED:</p>

STANDARD: Written policy, procedure and practice require accurate and updated information to be completed by the Community Supervision Officer on the Community Agency Supervision Information Management System (CASIMS) within 10 business days of performing the work. The Community Supervision Agency is responsible for the integrity of CASIMS data related to juveniles served by staff under its supervision, and for submitting requested CASIMS information to the Juvenile Justice Authority. Supervisors and staff are accountable for the proper use of CASIMS in compliance with policies and procedures governing the system. Supervisors must provide periodic, ongoing instructions to staff, conduct case reviews, and routinely review CASIMS reports to ensure data quality and integrity.

DISCUSSION: CASIMS is designed to gather specific data regarding the supervision of juveniles, which will be used to generate reports and/or documents, populate forms and create the bi-annual Adoption and Foster Care Analysis and Reporting System (AFCARS) file. The official chronological record of all juvenile related activities and contacts should be maintained in CASIMS. This includes direct and collateral personal contacts, reports received, and correspondence. At a minimum, the log notes in CASIMS, called "Chronos", should document the necessary who, what, when and where of the contacts. CASIMS documents a running history of the case from the beginning to end. Screens in CASIMS are important documents that could become part of the court record if subpoenaed by the sentencing court. Entries should always be current, comprehensive and understandable.

CASIMS is also programmed to receive and process certain Invoices submitted electronically by Community Agency staff. Details for submitting bills through CASIMS are managed by JJA Fiscal Services.

NOTE: The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies and their employees/contractors and juveniles under supervision. They are not intended to establish state created liberty interests for community supervision agencies or their employees/contractors, or supervised juveniles, or an independent duty owed by the Juvenile Justice Authority to community supervision agencies, or their employees/contractors, supervised juveniles or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.